

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 17, 18, 2003

Division: Monroe County

Bulk Item: YES XXX NO

Department: Fixed Asset Surplus

AGENDA ITEM WORDING: Approval to remove surplus equipment from inventory via removal, and disposal.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION:

TOTAL COST: N/A BUDGETED: Yes      No     

COST TO COUNTY: N/A SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes      No      AMOUNT PER MTH      YEAR     

APPROVED BY: County Atty      OMB/Purchasing      Risk Management     

Prepared by: Divina D. Speer  
Print Name: Divina D. Speer

DIVISION DIRECTOR APPROVAL: Sandra Carlile  
Print Name: SANDRA CARLILE, Finance Director

DOCUMENTATION: Included YES To Follow      Not Required     

DISPOSITION:      Agenda Item # C13

Board of County Commissioner  
December 17, 18, 2003

SCHEDULE OF SURPLUS ITEMS			ITEM BACKGROUND	AMOUNT		BOCC ACTION
County ID #	Description			Original Value	Estimated Present Value	need approval to-
1	0800-254	Computer	beyond economical repair	\$3,997.00	\$0.00	remove & dispose
2	0800-255	Printer	beyond economical repair	\$1,460.00	\$0.00	remove & dispose
3	0800-256	Computer	beyond economical repair	\$3,155.00	\$0.00	remove & dispose
4	0800-342	Computer	beyond economical repair	\$3,895.98	\$0.00	remove & dispose
5	1401-566	Switch	beyond economical repair	\$777.00	\$0.00	remove & dispose
6	1001-513	Microtest	beyond economical repair	\$1,500.00	\$0.00	remove & dispose
7	0101-039	UPS	beyond economical repair	\$1,517.22	\$0.00	remove & dispose
8	0800-368	Computer	beyond economical repair	\$2,023.00	\$0.00	remove & dispose
9	0970-197	Hub	beyond economical repair	\$924.03	\$0.00	remove & dispose
10	0800-311	Hub	beyond economical repair	\$1,089.67	\$0.00	remove & dispose
11	1002-422	Computer	beyond economical repair	\$9,181.00	\$0.00	remove & dispose
12	0100-386	Computer	beyond economical repair	\$2,145.00	\$0.00	remove & dispose
13	0800-052	Desk	beyond economical repair	\$775.00	\$0.00	remove & dispose
14	0800-251	VCR	beyond economical repair	\$1,452.00	\$0.00	remove & dispose
15	0100-334	Video Camera	beyond economical repair	\$6,810.00	\$0.00	remove & dispose
16	0800-404	Computer	beyond economical repair	\$6,144.00	\$0.00	remove & dispose
17	0800-406	Printer	beyond economical repair	\$767.37	\$0.00	remove & dispose
18	0300-183	Laptop Computer	beyond economical repair	\$2,874.00	\$0.00	remove & dispose
19	2608-055	Computer	beyond economical repair	\$1,917.00	\$0.00	remove & dispose
20	0800-443	Computer	beyond economical repair	\$1,883.00	\$0.00	remove & dispose
21	1801-151	Computer	beyond economical repair	\$1,117.00	\$0.00	remove & dispose
22	2401-298	Computer	beyond economical repair	\$1,635.00	\$0.00	remove & dispose
23	0300-185	Laptop Computer	beyond economical repair	\$4,850.00	\$0.00	remove & dispose
24	0800-412	Switch	beyond economical repair	\$2,635.00	\$0.00	remove & dispose
25	2600-868	CSU/DSU	beyond economical repair	\$958.15	\$0.00	remove & dispose
26	2600-869	CSU/DSU	beyond economical repair	\$958.15	\$0.00	remove & dispose
27	0800-342	Computer	beyond economical repair	\$3,895.98	\$0.00	remove & dispose
28	0300-200	Laptop Computer	beyond economical repair	\$2,790.00	\$0.00	remove & dispose
29	3300-137	Computer	beyond economical repair	\$1,323.00	\$0.00	remove & dispose
30	2600-905	Computer	beyond economical repair	\$1,266.00	\$0.00	remove & dispose
31	0800-524	Computer	beyond economical repair	\$1,470.00	\$0.00	remove & dispose
32	1419-027	Omni Flow	beyond economical repair	\$5,345.00	\$0.00	remove & dispose
33	1102-154	Computer	beyond economical repair	\$1,314.00	\$0.00	remove & dispose
34	0800-511	VCR	beyond economical repair	\$1,163.68	\$0.00	remove & dispose
35	0800-427	VCR	beyond economical repair	\$1,150.00	\$0.00	remove & dispose
36	0800-213	VCR	beyond economical repair	\$3,326.00	\$0.00	remove & dispose
37	33004-14	VCR	beyond economical repair	\$1,507.97	\$0.00	remove & dispose

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

TO: Divina Speer

FROM: Sheila Barker

PROPERTY CLERK, FINANCE DEPT.

Technical Services

DATE: 11-14-03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0800-254	46P7X	DELL COMPUTERS	04-05-95	\$3997.00 / \$0.00
0800-255	USFC214917	HEWLETT PACKARD PRINTER	04-19-95	\$ 1460.00 / \$0.00
0800-256	4SMWP	DELL DIMENSION COMPUTER	05-17-95	\$ 3155.00 / \$0.00
0800-342	7GOZ8	DELL 5200 OPTIPLEX	09-30-96	\$ 3895.98 / \$0.00
1401-566	7ZMV28BFB8	SUPERSTACK SWITCH	09-01-99	\$777.00 / \$0.00
1001-513	514406	MICROTEST T350	11-21-95	\$ 1500.00 / \$ 0.00
0101-039	N/A	LIEBERT UPS	08-03-94	\$ 1517.22 / \$0.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

  X   APPROVAL TO ADVERTISE FOR BIDS.  
       APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
       APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

outdated / old

PREPARED BY: MARIA GUERRA

DATE: 11-14-03

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

PRINT NAME: Sheila A. BARKER

TECHNICAL SERVICES APPROVAL: \_\_\_\_\_

PRINT NAME: Sheila A. BARKER

# MONROE COUNTY

**"COMPUTER RELATED EQUIPMENT"**

## INVENTORY DELETION REQUEST

TO: Divina Speer

FROM: Sheila Barker

PROPERTY CLERK, FINANCE DEPT.

## Technical Services

DATE: 11-14-03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0800-368	80ZGN	DELL P133	04-02-97	\$2023.00 / \$0.00
0970-197	0203 / 7HYR138254	HUB LINKBUILDER II ST IS PSB	07-30-96	\$ 924.03 / \$0.00
0800-311	7GWV288318	HUB LINKBUILDER II ST IS PSB	07-01-96	\$ 1089.67 / \$ 0.00
1002-422	UJPRO	DELL POWER EDGE 4300	03-30-99	\$ 6426.70 / \$ 0.00
0100-386	P5MMX200	DELL COMPUTER	01-07-98	\$ 2145.00 / \$0.00
0800-052	N/A	DESK WALNUT TOP	03-31-88	\$ 775.00 / \$ 0.00
0800-251	J4TA00212	VCR (CH.16 STUDIOS)	01-18-95	\$ 1452.00 / \$ 0.00
0100-334	F4WA11472	NEW VIEWICON COLOR VIDEO CAMERA	08-03-94	\$ 6810.00 / \$ 0.00

**CHECK ONE (1) APPROPRIATE LINE BELOW:**

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APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO:

**REASON FOR REQUEST:**

outdated / old

PREPARED BY: MARIA GUERRA

DATE: 11-14-03

**DIVISION DIRECTOR APPROVAL:**

PRINT NAME: Sheila A. BARKER

**TECHNICAL SERVICES APPROVAL:**

Sheila A. BARVER

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

TO: Divina Speer

FROM: Sheila Barker

PROPERTY CLERK, FINANCE DEPT.

Technical Services

DATE: 11-14-03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0800-404	B6128	DELL 2100 POWER EDGE	09-16-97	\$ 6144.00 / \$ 0.00
0800-406	SUSCD16Z11	LASER JET 6P	09-30-97	\$ 767.37 / \$ 0.00
0300-183	8WPL9	DELL LAPTOP	09-09-97	\$ 2874.00 / \$ 0.00
2608-055 R	FC7QR	DELL GN PLUS	07-07-98	\$ 1917.00 / \$ 0.00
0800-443	HF86C	DELL COMPUTER	12-16-98	\$ 1883.00 / \$ 0.00
1801-151 2401-298	4ZBFU 978JK	DELL GS PLUS	09-29-99 06-27-97	\$ 1117.00 / \$ 0.00 \$ 1635.00 / \$ 0.00
0300-185	9Z0ST	DELL LAPTOP	10-01-97	\$ 4850.00 / \$ 0.00

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       APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

**REASON FOR REQUEST:**

\_\_\_\_\_ OUT DATED / OLD \_\_\_\_\_  
\_\_\_\_\_

PREPARED BY: MARIA GUERRA

DATE: 11-14-03

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

PRINT NAME: Sheila A. Barker

TECHNICAL SERVICES APPROVAL: \_\_\_\_\_

PRINT NAME: Sheila A. Barker

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

TO: Divina Speer

FROM: Sheila Barker

PROPERTY CLERK, FINANCE DEPT.

Technical Services

DATE: 11-14-03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0800-412	7WKR067963	3 COM SWITCH SUPER STACK	10-01-97	\$ 2635.00 / \$ 0.00
2600-868	1276060720	CSU / DSU	09-30-96	\$ 958.15 / \$ 0.00
2600-869	1276060618	CSU / DSU	09-30-96	\$ 958.15 / \$ 0.00
0800-342	7G0Z8	DELL GXMT 5200	09-30-96	\$ 3895.98 / \$ 0.00
0300-200	WFF95	DELL LAPTOP	08-04-99	\$ 2790.00 / \$ 0.00
3300-137	02JXK	DELL GX PLUS COMPUTER	05-05-99	\$ 1266.00 / \$ 0.00
2600-905	510TI	DELL OPTI PLEX	09-30-99	\$ 1266.00 / \$ 0.00
0800-524	3AKFK	DELL GX 100 COMPUTER	04-18-00	\$ 1470.00 / \$ 0.00

CHECK ONE (1) APPROPRIATE LINE BELOW:

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       APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

OUT DATED / OLD

PREPARED BY: MARIA GUERRA

DATE: 11-14-03

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

PRINT NAME: Sheila A BARKER

TECHNICAL SERVICES APPROVAL: \_\_\_\_\_

PRINT NAME: Sheila A BARKER



**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

TO:

Marina Lee

FROM:

MCTDC

PROPERTY CLERK, FINANCE DEPT.

DATE:

11/18/03

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1102-154	EMQ3T	Dell PSMMX	5/15/98	1,314 <sup>00</sup> /0

CHECK ONE (1) APPROPRIATE LINE BELOW:

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APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_.

REASON FOR REQUEST:

Old computer, repaired but still malfunctioning/not economically  
repairable

PREPARED BY:

Janet Brohaugh

DATE:

11/18/03

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

LYNDA STUART

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

Sheila A. BARKER



# MONROE COUNTY INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER STOP #8

FROM: V. Yaklevich

PROPERTY CLERK, FINANCE DEPT.

DATE: 11/18/03

INVENTORY ID NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0800-511	F8TC00073	<sup>VCR</sup> Panasonic AG-1980	7/28/99	1163.68 / 0
0800-427	C9TC00347	<sup>VCR</sup> Panasonic AG-1980	8/26/98	1150. / 0
0800-213	6056	Autoshaw	8/25/93	3,326. / 0
33004-14	DLHB00489	<sup>Camera</sup> Panasonic Video	4/23/92	1507.97 / 0
NR 3300-29	317421	Sharp VCR	86	500 / 0

**CHECK ONE (1) APPROPRIATE LINE BELOW:**

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 ☐

APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

**REASON FOR REQUEST:**

all of the above are beyond repair - not  
cost-effective or not fixable

PREPARED BY: Vicki Yaklevich  
PRINT NAME: \_\_\_\_\_

DATE: 11/18/03

DIVISION DIRECTOR APPROVAL: Sheila A. Barker  
PRINT NAME: Sheila A. BARKER